

Claims for Evaluations

Iowa Substitute W-9 Form on file with Inspections and Appeals.

Completed Miscellaneous Claim Form, original and one copy, containing:

- a. The case name, case number and county in which the action is pending.
- b. The name of the attorney for whom the services were provided, if any.
- c. The date on which services commenced.
- d. The date on which services ended.
- e. The total number of hours claimed.
- f. The total amount of your claim.
- g. Claimant's name, address, social security or federal tax identification number, and phone number.
- h. Signed by claimant

Attachments to Claim Form

- a. The application and court order granting authority to conduct the evaluation.
- b. A court order appointing counsel. This order is unnecessary if the attorney is not court-appointed but the court, in granting the application noted above, determines that, although the client is able to employ counsel, funds are not available to the client to pay for necessary evaluation services.
- c. An itemization of the evaluator's services detailing the expenses incurred, the services rendered, the dates on which the services were rendered, the time spent on each date, and the manner in which the amount of the claim was calculated. If the evaluator charges a "minimum" amount for services based on a specific time, the evaluator certifies that no other services have been performed or charges made by the evaluator for any portion of that specific time.
- d. A court order approving the dollar amount of the claim. If the court order authorizing the evaluation sets a limit for the claim, this additional approval order is unnecessary.

NOTE: Payments for evaluations are limited to evaluations to establish whether the defendant is competent to stand trial or to establish a defense of insanity or diminished responsibility

Mail Completed Claim Forms with Attachments to:

**State Public Defender
Miscellaneous Claims
Lucas State Office Building
321 E 12th Street
Des Moines IA 50319**